

2015 KANSAS SALES & USE TAX WORKSHOPS

For many new business owners, the everyday activities of a business can be a time consuming and confusing process. Tax forms usually fall to the bottom of the priority list. To reduce your time spent filing Kansas Department of Revenue (KDOR) documents; and as part of our commitment of service to the business community, the Taxpayer Education Unit within KDOR conducts workshops on sales and compensating use taxes.

- Do you know if you are responsible for collecting and remitting sales tax?
- Do you know if you are liable for Kansas compensating use tax when you buy things outside of Kansas?
- Do you know what tax form is needed and how to file it?
- Do you know if you have to collect or pay another state's Sales Tax?

If the answer is "No" to any or all of these questions, then KDOR strongly encourages you, your office manager, and/or your bookkeeper to attend one of our workshops. **KDOR does not charge for these workshops, however the Small Business Development Centers (SBDC) may charge a fee to help recover their costs in sponsoring the workshop.**

Each workshop covers Kansas Sales and Compensating Use Tax.

SALES & COMPENSATING USE TAX FOR RETAIL BUSINESS

The following workshops are business making retail sales. We will explain the differences between the Kansas Retailers' Sales Tax, the Kansas Retailers' Compensating Use Tax, and the Kansas Consumers' Compensating Use Tax. You will gain a basic understanding of the goods and services subject to sales tax, and applicable exemptions. If you are selling anything from bubble gum to tractors this class is for you. ***This class is NOT applicable for Construction Contractors.***

LOCATION	DATE	TIME
Chanute	October 13	1:00 - 4:00 PM
Dodge City	October 1	9:00 AM - Noon
El Dorado	November 18	9:00 AM - Noon
Emporia	October 21	1:00 - 4:00 PM
Garden City	September 30	9:00 AM - Noon
Great Bend	September 15	9:00 AM - Noon
Liberal	September 29	9:00 AM - Noon
Manhattan	November 19	9:00 AM - Noon
Overland Park	July 7	6:00 - 9:30 PM
Overland Park	August 26	1:00 - 5:00 PM
Overland Park	October 6	6:00 - 9:30 PM
Overland Park	December 3	1:00 - 5:00 PM
Pittsburg	August 20	1:00 - 4:00 PM
Salina	October 7	9:00 AM - Noon
Topeka	July 23	8:30 AM - Noon
Topeka	October 22	8:30 AM - Noon
Wichita	July 22	1:00 - 4:30 PM
Wichita	August 27	8:30 AM - Noon
Wichita	September 22	1:00 - 4:30 PM
Wichita	October 29	8:30 AM - Noon
Wichita	December 10	1:00 - 4:30 PM

— IMPORTANT —

**Pre-registration is required
through the SBDC**

**Use the following list to
locate a SBDC near you.**

The following are the Small Business Development Center sponsors and corresponding contact information for locations of the Kansas Sales & Use tax for Business workshops:

North Central Kansas SBDC (785) 243-9913

Salina: Salina Chamber of Commerce, 120 W Ash, Room A

Emporia State University SBDC (620) 341-5308

El Dorado: Chamber of Commerce Convention Center, 201 East Central Ave.

Emporia: Lyon County Extension Office, 2632 W Hwy 50

Fort Hays State University SBDC (785) 628-5615

Great Bend: Chamber of Commerce Board Room 1125 Williams St.

Garden City SBDC (620) 276-9632

Dodge City: Victory Electric, Hampton Rm, 3230 N 14th Ave

Garden City: Location to be announced

Liberal: Rock Island Depot, 4 Rock Island Road

Johnson County Community College (JCCC) SBDC (913) 469-3878

Overland Park: JCCC, 12345 College Dr, Regnier Center

Pittsburg State University SBDC (620)235-4920

Chanute: Neosho County Community College, 800 W. 14th St. Student Union Room 213

Pittsburg: Pittsburg State University 1501 Joplin St. Shirk Hall, CIBD Conference Room, 1st floor.

Washburn University SBDC (785) 234-3235

Manhattan: Manhattan Area Chamber of Commerce 501 Poyntz Avenue

Topeka: Chamber of Commerce Board Room in downtown Topeka, 120 SE 6th Ave (near 6th and Kansas Ave) paid parking in parking garage)

Wichita State University SBDC (316) 978-3193

Wichita: Hughes Metro Complex, 29th and Oliver

Workshops for CONSTRUCTION CONTRACTORS

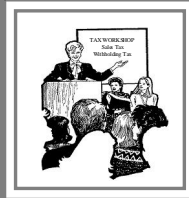
The following workshops are devoted exclusively to sales tax issues for construction contractors and subcontractors (i.e., those who provide plumbing, carpentry, electrical, roofing, heating/air conditioning, landscaping, etc.). We will discuss how sales tax applies to materials and labor, the use of Project Exemption Certificates, and explain invoicing and billing your customer.

LOCATION	DATE	TIME
Chanute	October 13	10:00 AM - Noon
Dodge City	October 1	1:00 - 3:00 PM
El Dorado	November 18	1:00 - 4:00 PM
Emporia	October 21	9:00 AM - Noon
Garden City	September 30	1:00 - 3:00 PM
Great Bend	September 15	1:00 - 3:00 PM
Liberal	September 29	1:00 - 3:00 PM
Manhattan	November 19	1:00 - 3:00 PM
Overland Park	July 7	2:00 - 4:30 PM
Overland Park	August 26	9:00 - 11:30 AM
Overland Park	October 6	2:00 - 4:30 PM
Overland Park	December 3	9:00 - 11:30 AM
Pittsburg	August 20	10:00 AM - Noon
Salina	October 7	2:00 - 4:00 PM
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Wichita	September 22	9:00 - 11:30 AM
Wichita	October 29	1:30 - 4:00 PM
Wichita	December 10	9:00 - 11:30 AM

Join us for class!

**TO REGISTER CONTACT
THE SPONSORS OF THESE CLASSES
LISTED INSIDE THIS BROCHURE.**

CREATE YOUR OWN WORKSHOP



If your trade association, professional organization or group of businesses would like to know more about how Kansas sales tax applies to your industry, contact the Tax Education Specialist listed

below. He will develop a specialized presentation based on your questions and tax situations that will help you avoid costly mistakes and take advantage of the exemptions and credits available to your business. *(Travel reimbursement and minimum number of attendees may be required.)*

Visit KDOR's web site for information on future workshops and other business resources.

**Taxpayer Education Unit
Kansas Department of Revenue
915 SW Harrison St.
Topeka, Kansas 66612**

ksrevenue.org

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2015

Small Business Sales & Use Tax Workshops

(July – December)

**PROVIDING INFORMATION ON YOUR
TAX RESPONSIBILITY TO THE
STATE OF KANSAS**

ksrevenue.org

These workshops are sponsored by the
**Kansas Small Business
Development Centers**